

Michigan Wing Encampment is looking for adult members to help with this year's Encampment. MIWG Encampment runs from Saturday, 23 July, through Saturday, 30 July 2016, with Staff Arrival after 1400L on Friday, 22 July 2016, at the Alpena CRTC in Alpena, MI.

Members who are interested in applying for a position should send a Letter of Intent and CAP Resume to encampment@miwg.cap.gov. Letters of Intent should include the position(s) for which the member is applying in order of preference, the reason(s) that they would like to fulfill the position(s), and any background experience or training that applies to the position(s). Members who are interested in a certain area of encampment, but do not feel that they are ready to take on a position, may feel free to apply as an assistant.

The deadline to apply for a senior staff position is February 14th. Position descriptions have been included below.

We had a very successful encampment last year, and we look forward to working with you and creating another outstanding encampment again this year.

Available Positions:

Finance Officer
Safety Officer
Curriculum & Plans Officer
Non-Commissioned Officer School Director - *Position filled*
NCOS Cadre
Region Cadet Leadership School Director - *Position filled*
RCLS Cadre
Model Rocketry Officer
Professional Development Officer
Administrative Officer
Logistics Officer
Transportation Officer
Information Technology Officer
Public Affairs Officer
Health Services Officer
Communications Officer
Head Chaplain
Encampment Chaplain
Chief Tactical Officer
Tactical Officers
Air Operations Director
Glider Operations Officer

Please see the attached file for position descriptions.

I'm happy to answer any question you may have about the process or the positions before you apply - don't hesitate to contact me. I will give you all the support you need in order for you to decide on which position at Encampment is right for you. I really look forward to assembling a truly fantastic team that will take Michigan to the next level of what's possible.

Shawn Wyant, Maj, CAP

Chief of Staff

2016 Michigan Wing Encampment

Michigan Wing Encampment Senior Staff Position Descriptions

Finance Officer

The Finance Officer:

- Works with the Encampment Commander before the activity to develop the projected budget of the encampment and submit it to the Wing Finance Committee.
- Works closely with the Wing Administrator and the Encampment Administrative Officer before the activity to ensure that adequate records are maintained regarding encampment registration fees.
- Works with the Encampment Vice Commander prior to encampment to ensure that all encampment scholarships are paid in a timely manner.
- Oversees In-Processing during encampment along with the Administrative Officer.
- Collects all encampment fees as well as any other money collected during the activity, such as money from the sale of extra encampment clothing.
- Makes bank deposits as necessary during the activity, per arrangements with the Wing Administrator, and Wing Finance Officer.
- Tracks all encampment expenses both before and during the activity.
- Completes the encampment finance report immediately following the activity and submits it to the Encampment Commander.
- Responsible for recruiting subordinate staff members for this section. All subordinate staff members need to be approved by the Command Staff.
- Reports directly to the Chief of Staff.

Safety Officer

The Safety Officer:

- Monitors safe practices during all aspects of encampment and reporting any discrepancies to the Encampment Command Staff.
- Develops a Safety Plan before encampment that will assist staff members and attendees in dealing with emergency situations.
- Assesses the adequate availability of such items as first aid kits and fire extinguishers.
- Monitors the heat index and takes appropriate actions as needed.
- Prepares incident reports as necessary and submits them to the Encampment Commander.
- Coordinates with the MIWG Safety Officer to make sure that all requirements and expectations are being followed.
- Responsible for recruiting subordinate staff members for this section. All subordinate staff members need to be approved by the Command Staff.
- Reports directly to the Encampment Commander.

Curriculum & Plans Officer

The Curriculum & Plans Officer:

- Is responsible for planning and implementing a comprehensive schedule for the Basic Cadet Wing that incorporates all necessary requirements for encampment participation credit according to CAP regulations. The schedule will include all class titles and instructors.
- Investigates opportunities for tours and guest speakers.
- Programs the curriculum so that the encampment fulfills the minimum required content and meets CAPR 52-16 and CAPP 52-24.
- Develops a plan of instruction for the Encampment Commander's approval.
- Develops and maintaining the basic encampment schedule, and verifying guest speaker's participation and tour hosts readiness a day or two in advance.
- Works with the commanding officer of each school (Model Rocketry, Non-Commissioned Officer School, Region Cadet Leadership School, and Professional Development) to coordinate activities between them all.
- Selects and prepares instructors (senior staff, cadre, or guests) for required courses; monitoring courses to ensure the students attain the learning objectives.
- Responsible for recruiting subordinate staff members and instructors for this section. All subordinate staff members need to be approved by the Command Staff.
- Reports directly to the Commandant of Cadets.

Non-Commissioned Officer School Director

The NCO School Director:

- Is responsible for planning and implementing a comprehensive schedule for the NCO School that incorporates all necessary requirements according to Michigan Wing directives.
- Publishes a schedule that will include all class titles and instructors.
- Develops and submits a budget for the NCO School to the Encampment Finance Officer for inclusion in the Encampment Budget.
- Responsible for recruiting subordinate staff members and instructors for this section. All subordinate staff members need to be approved by the Command Staff.
- Reports directly to the Chief of Staff.

Non-Commissioned Officer School Cadre

NCO School Cadre:

- Works directly with the NCO School Director in implementing the NCO School curriculum.
- Is responsible for teaching classes, leading discussions, and assisting with administrative functions of the NCO School.
- Reports directly to the NCO School Director.

Region Cadet Leadership School Director

The RCLS Director:

- Is responsible for planning and implementing a comprehensive schedule for RCLS that incorporates all necessary requirements for RCLS participation credit according to CAP regulations.
- Publishes a schedule that includes all class titles and instructors.
- Develops and submits a budget for RCLS to the encampment Finance Officer for inclusion in the Encampment Budget.
- Responsible for recruiting subordinate staff members and instructors for this section. All subordinate staff members need to be approved by the Command Staff.
- Reports directly to the Chief of Staff.

Region Cadet Leadership School Cadre

The RCLS Cadre:

- Works directly with the RCLS Director in implementing the RCLS curriculum.
- Is responsible for teaching classes, leading discussions, and assisting with administrative functions of the RCLS.
- Reports directly to the RCLS Director.

Model Rocketry Officer

The Model Rocketry Officer:

- Is responsible for developing and implementing a training curriculum that satisfies all requirements of the Civil Air Patrol Model Rocketry Program.
- Is responsible for completing all necessary paperwork for issuance of the Model Rocketry Badge for participants.
- Develops and submits a budget for the Model Rocketry course to the encampment Finance Officer for inclusion in the Encampment Budget.
- Responsible for recruiting subordinate staff members and instructors for this section. All subordinate staff members need to be approved by the Command Staff.
- Coordinates with the Wing AE Staff as necessary.
- Reports directly to the Chief of Staff.

Professional Development Officer

The Professional Development Officer:

- Is responsible for planning and implementing all professional development courses held during encampment, including SLS, CLC, TLC, and UCC.
- Serves as the course director for each of the courses to be held or ensures that another director is appointed.
- Requests necessary materials to implement the courses within the timelines required by National Headquarters.
- Completes all end of course paperwork and ensure that it is submitted in a timely manner.
- Ensures that the participants of the Professional Development courses receive comprehensive customs and courtesies and drill and ceremonies instruction during the week.
- Develops and submits a budget for the Professional Development course to the encampment Finance Officer for inclusion in the Encampment Budget.
- Responsible for recruiting subordinate staff members and instructors for this section. All subordinate staff members need to be approved by the Command Staff.
- Reports directly to the Chief of Staff.

Administrative Officer

The Administrative Officer:

- Collects all submitted encampment registration forms before the activity and maintains them in an organized fashion throughout the duration of the activity.
- Coordinates with the Wing Administrator and the Finance Officer to ensure the status of all registered attendees and their payments.
- Oversees In-Processing during encampment along with the Finance Officer.
- Is responsible for printing any emails that are sent to cadets from home during the encampment.
- Is responsible for printing encampment certificates.
- Handles any personnel actions (i.e. Certificates of Appreciation, etc.) that occur during the activity.
- Provides the command staff with the data necessary to generate the encampment report.
- Responsible for recruiting subordinate staff members for this section. All subordinate staff members need to be approved by the Command Staff.
- Reports directly to the Chief of Staff.

Logistics Officer

The Logistics Officer:

- Works in conjunction with other staff officers to ensure that routine needs for supplies are met.
- Makes room assignments. Maintains control of room keys, issuing and returning.
- Is responsible for maintaining an inventory of supplies and acquiring additional supplies from the store as needed.
- Develops and implements a plan for the issuance of encampment t-shirts, linens, canteens, SOPs, Handbooks, and other equipment to participants.
- Is responsible for developing and implementing a demobilization plan for all personnel to include barracks, classroom, and staff office sell-back.
- Supervises the Transportation Officer or performs those duties if the position is not filled.
- Requests cones to block off Collins Center parking lot.
- Requests trailer and bleachers for graduation.
- Reports directly to the Chief of Staff.

Transportation Officer

The Transportation Officer:

- Contacts wing vehicle custodians before the activity to coordinate the use of wing vans during encampment and the ferrying of the vans to and from the activity.
- Coordinates the filling of the vans with members who need rides to and from encampment with each vehicle's assigned driver.
- Ensures that vehicles have been fueled before being accepted for use at encampment.
- Performs daily vehicle inspections at the beginning of each day and ensures that the vehicle log books are being kept up to date, and submits end of month mileage to Wing LGT if encampment runs through the end of the month.
- Coordinates any needed repairs with local agencies and the Wing Transportation Officer.
- Arranges the shuttling of cadets as needed.
- Is responsible for transporting items as requested by the Encampment Staff.
- Ensures that all vans are cleaned and fueled on the last full day of the activity.
- Reports directly to the Logistics Officer.

Information Technology Officer

The Information Technology Officer:

- Is responsible for updating and maintaining the encampment website and Facebook page in cooperation with the Encampment Public Affairs Officer, before and during the activity.
- Coordinates with the Public Affairs Staff to update the encampment website with newsletters, pictures, and video of encampment activities.
- Ensures internet accessibility in the staff offices and classrooms as required.
- Coordinates with the CRTC Cyber Systems Office and any applicable vendors to ensure there is adequate internet access available for encampment.
- Sets up any necessary equipment for classes, such as overhead projectors or computers.
- Request any equipment needed from the Wing Logistics Officer (projectors, PA System, extra laptops, and etc.).
- Troubleshoots any technological difficulties with equipment as they arise, or coordinates with Base personnel for CRTC equipment issues.
- Reports directly to the Chief of Staff.

Public Affairs Officer

The Public Affairs Officer:

- Is responsible for training and leading the Public Affairs Staff.
- Collects biographies of the Command Staff and Cadet Wing Staff before the activity for use in the encampment newsletters.
- Ensures that the entire encampment, including all five individual schools, is documented through photographs and video and supervises the compilation of the Encampment Video that is burned onto DVD before the end of the activity and shown at graduation.
- Reviews the Encampment Video with the Command Staff for approval by 1800L Friday.
- Supervises the publication of a daily encampment newsletter.
- Creates press releases for the local media and arranges tours of the encampment for the media (Permission is required 24 hours before from Alpena CRTC/CC before any media enters the base). Media plan must be submitted to the Command Staff 2 weeks before Encampment starts. All request must be approved by the Encampment Command Staff.
- Is responsible for updating the Encampment Website and Facebook page during and after the activity.
- Responsible for recruiting subordinate staff members for this section. All subordinate staff members need to be approved by the Command Staff.
- Reports directly to the Chief of Staff.

Health Services Officer

The Health Services Officer:

- Is responsible for monitoring the health and well-being of the staff members and attendees at encampment.
- Develops a Medical Plan before the activity.
- Administers care to members requiring first aid and determines the need for a higher level of care when necessary.
- Will not exceed the scope of their abilities as a member of Civil Air Patrol at a CAP activity.
- Keeps a log of all care provided during encampment.
- Coordinates with the Encampment Safety Officer to make safety reports as necessary.
- Will follow all CAP regulations pertaining to health services during a CAP activity.
- Responsible for recruiting subordinate staff members for this section. All subordinate staff members need to be approved by the Command Staff.
- Reports directly to the Chief of Staff.

Communications Officer

The Communications Officer:

- Will be ICUT qualified.
- Requests, acquires and inventories the available Wing VHF and ISR radios before encampment.
- Responsible to conduct a basic Radio Operation class during Day 0 to all Staff or find an instructor.
- Is responsible for issuing equipment to encampment staff members during the activity and maintaining proper care of the equipment when it is not assigned.
- Publishes a Communications Plan before the end of the first day, and distributes it to all encampment staff members during the activity.
- Responsible for manning the daytime duty phone during the activity.
- Relays messages to required staff members when they cannot be contacted via radio (physically).
- Produces a plan for the timely collection of all equipment at the end of encampment and submits the plan to the Logistics Officer for inclusion in the Demobilization Plan.
- Check-in at least once daily to the Michigan Wing HF Net and National Traffic Net.
- Returns the radio equipment (inventoried) to its proper custodian after the activity.
- Reports directly to the Chief of Staff.

Head Chaplain

The Head Chaplain:

- Is responsible for training and leading the Chaplains before and during encampment.
- Works in conjunction with the Curriculum and Plans Officer to ensure that adequate time for Character Development is included in the schedule.
- Coordinates formal worship services and daily prayer for those members who request it.
- Obtains and distributes information for Alpena area worship services.
- Ensures that counseling is provided to any member who seeks it.
- Maintains a presence during all parts of the encampment in order to be available to those who need counseling.
- Responsible for recruiting subordinate staff members for this section. All subordinate staff members need to be approved by the Command Staff.
- Reports directly to the Encampment Commander.

Encampment Chaplains

The Encampment Chaplain:

- Is responsible for the moral and spiritual welfare of encampment participants.
- Works as an advisor to the commander and staff on matters of religious freedoms, morals, and wellbeing of personnel under his or her command.
- Provides counsel.
- Supports cadet character development education.
- Supports participant's religious needs.
- Reports directly to the Head Chaplain.

Chief Tactical Officer

The Chief Tactical Officer:

- Is responsible for training and leading all of the Tactical Officers of the basic encampment.
- Creates a Standard Operating Procedure for Tactical Officers before the activity and submits it to the Command Staff for approval.
- Will be available at any time to offer guidance to the encampment Tactical Officers.
- Holds a daily meeting for Tactical Officers.
- Coordinates the coverage of flights in the event that one of the Tactical Officers is needed to perform another duty at encampment.
- Is responsible for recruiting Tactical Officers. Support Staff members need to be approved by the Command Staff.
- Reports directly to the Commandant of Cadets

Tactical Officers

The Tactical Officers:

- Are assigned to cadet flights and are housed with the cadets in the open-bay barracks.
- Are responsible for monitoring the overall safety, well-being, and morale of that flight.
- Collects any contraband items at the beginning of the week.
- Ensures that the scheduled lights out time is observed each night.
- Mentors to the flight staff.
 - Takes care to not interfere with the cadet flight staff's execution of their duties but may provide assistance when it is requested by the cadet flight staff.
- Provides counsel to cadets experiencing homesickness or other emotional needs, consulting with encampment Chaplains as necessary.

- Remains in radio contact with the cadet staff of their flight at any time that the TAC is away from the flight or ensures that another TAC is temporarily assigned to the flight.
- Alerts the Health Services Staff as needed in the case of illness or injury.
- Reminds the cadet flight staff of the medication schedules of the cadets in the flight.
- Personal counseling of cadets, as necessary.
- Responsible stewardship of resources, whether belonging to CAP or the host facility.
- May be requested to perform other duties during the week as time permits. (i.e. in-processing, demobilization, special activities.)
- Reports directly to the Chief Tactical Officer.

Air Operations Director

The Air Operations Director:

- Is responsible for recruiting powered pilots to fly orientation flights at encampment.
- Ensures that every qualified Orientation Flight Pilot who wants to fly at encampment has a chance to do so.
- Directs pilot applicants to complete the standard encampment registration process.
- Arranges for the ferrying of MIWG aircraft to and from the encampment after coordinating with MIWG/DO.
- Is responsible for training and leading the Air Operations Staff, including Powered Pilots during encampment.
- Coordinates with the Curriculum and Plans Officer to ensure that adequate time is scheduled for all flight activities during encampment.
- Creates and administers the schedules for powered orientation flights.
- Monitors the flying schedule and adheres to pilot duty day limitations.
- Ensures that the aircraft are properly maintained during the activity and coordinates with MIWG/DOM as necessary.
- Ensures that orientation flights are properly documented for every cadet.
- Develops and submits a budget for the Air Operations section to the encampment Finance Officer for inclusion in the Encampment Budget.
- Coordinates with Tower and Base Operations before and during Encampment.
- Responsible for recruiting subordinate staff members. Support Staff members need to be approved by the Command Staff.
- Reports directly to the Chief of Staff.